

DEPARTMENT OF EDUCATION  
P. O. BOX 2120  
Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 074-14

DATE: June 26, 2014

TO: CTE Administrators

FROM: Lolita B. Hall, Director  
Office of Career and Technical Education Services

SUBJECT: **Microsoft Office Specialist Certification/CERTIPORT Training for Office 2013 Migration**

Certiport will be providing the Microsoft Office Specialist Certification/Certiport Updates and training for Office 2013 Migration as follows.

**July 17, 2014 - Webinar for CTE Administrators and IT Directors**

You are invited to participate in this webinar that will provide updates and answers to many of your questions and concerns around the move to Office 2013, Certiport's Console 8 and Gmetrix Practice Tests. The webinar will be presented in two parts and is customized for CTE Administrators and the division-level or school-level IT Director. The projected webinar schedule is as follows:

Microsoft Office Certification - Certiport Updates for 2014/2015		
Timeline	Audience	Topics Covered
10:00 – 10:30 am	CTE Administrator Updates	<ul style="list-style-type: none"><li>• Policy Changes</li><li>• Decisions: Migrating to Office 2013 or Undecided</li><li>• Office 2013: Gmetrix Practice Tests – NEW!</li><li>• MOS 2013 Exam Format – NEW!</li><li>• Console 8 – NEW!</li><li>• Training Options</li></ul>
10:30 – 10:45 am	CTE Administrator Q&A	
10:45 – 11:15 am	IT Director Updates only for those schools migrating to Office 2013	<ul style="list-style-type: none"><li>• Technical Requirements</li><li>• Deployment Timeline and Caveats</li><li>• Lab Prep</li><li>• Installation</li><li>• Configuration</li><li>• Console Updates</li></ul>
11:15 – 11:30 am	IT Director Q&A	

Please share this information with the IT Directors, as appropriate. To register for the webinar, go to <https://pearsononline.webex.com/pearsononline/k2/j.php?MTID=t40c5ae0d130901592cbeefe06065b0e8>

June 26, 2014

**July 28, 2014, Roanoke, Virginia – Teacher Gmetrix Training Sessions Announcement**

Certiport will be conducting two Gmetrix training sessions for teachers at the Virginia Business Education Association (VBEA) Conference on Monday, July 28, at the Hotel Roanoke and Conference Center. The morning session (session 09) will be from 8:30-11:30 and the afternoon session (session 11) will be from 2:00-5:00. Pre-registration required.

Teachers who are interested in participating in this training but are not registered for the VBEA Conference there is no cost to participate; however, pre-registration is required. To register only for the Gmetrix sessions, please contact Judith Sams, Business and Information Technology Specialist, at: [Judith.Sams@doe.virginia.gov](mailto:Judith.Sams@doe.virginia.gov) or by phone at: 804-371-0196.

**SESSION TITLE:** *Gmetrix (Certiport+)— Improved Practice Tests for Microsoft Office Specialist (MOS) Certifications with Office 2013*

**SESSION DESCRIPTION:** Are you upgrading to Office 2013? Come and learn about Gmetrix from Certiport, the robust new Office 2013 practice tests for Microsoft Office Specialist Certification preparedness. Who should attend? Anyone moving to Office 2013. In this session, we will cover the ins and outs of the Gmetrix product, preview the new exam format, and learn about the new practice tests. If you are familiar with Certiprep, you will be amazed at the flexibility of Gmetrix which includes the ability to build custom practice tests, detailed reporting, and more. In addition, workshop participants will receive a trial code to explore Gmetrix on their own.

Please share this announcement with appropriate staff in your division.

If you have questions about the webinar updates for administrators or the process for the Office 2013 Migration, please contact Lori Koehlinger-Troy, Director, Certification Deployment, Certiport, at: [Lori.Troy@pearson.com](mailto:Lori.Troy@pearson.com) or by phone at: 919-553-9680.

LBH/jts